December 15, 2015

SUBJECT: The Rhode Island Lottery submits this bid request for
THE NUMBERS CALENDAR BACKINGS. Please forward sealed bids to:

>   Rhode Island Lottery
>   1425 Pontiac Avenue
>   Cranston, Rhode Island 02920
>   Attention: Gerald S. Aubin
>   Director
>   **BID 15-10A**
>   **P.O. #8400**

QUANTITY: **2500**

MEDIUM: Silk screen

STOCK: .072" SBS Board

SIZE: 7" x 12.5"

INK: 2 colors (red and blue) – match sample colors
No bleeds
Print one side only

FINISHING: Printed side to be poly-coated (2 mil clear poly overlaminate)
Trim all 4 sides
1 grommet in top center – ¼" down – for hanging
2 holes drilled (no grommets) for mounting existing
     calendar pads (successful vendor responsible for proper
      hole size and placement)

ART: To be supplied

IMPORTANT: Please provide a sample of stock to be used **with** your bid
Samples available on request

PROOF: Electronic artwork proof acceptable
Pre-prodution sample required for RI Lottery approval

OTHER: Bulk Packaged
Bid price is to **include** all charges including shipping and handling

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **JANUARY 6, 2016 by 11:00 AM**

NOTE: **BIDS WILL NOT BE ACCEPTED WITHOUT RETURN
               LABEL ON ENVELOPE**

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE**

DO NOT FAX

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 1 week of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

See Next Page for CHECKLIST

CHECKLIST

_____Please include pricing for a **RUSH** delivery

___X___ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.

___X___ Estimated delivery time is required with bid proposal

___X___ Delivery **REQUIRED <u>within 3 weeks</u> of pre-production sample approval**

___X___ Please provide a Sample of stock/ material **WITH** your sealed Bid proposal.

_____Upon Bid Award, sample **REQUIRED**

___X___ Pre-production Sample/Proof to be approved by the Rhode Island Lottery

_____Please specify, if the RI Lottery chooses to accept bid, percentage of overage/ underage

___X___ Bulk packaged

_____The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis

_____Insurance Certificate must be submitted with Bid proposal.

_____Please include three (3) references with names, addresses and telephone numbers.

___X___ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov

___X___ Successful out-of-state vendor **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation

See attached photos